

Sample CCR Implementation Plan

1. Perform analysis of the Individual Agency
 - a. Identify agency Points of Contact
 - b. Identify current EFT collection and validation process
 - c. Inventory Impacted systems
 - d. Perform GAP Analysis on Candidate Agency Systems
 - e. Identify best CCR product solution
 - i. Use Web Based CCR tools
 - ii. Integrate with CCR Data Marts (extracts)
 - f. Classify the best integration points in the process
 - i. Procurement Systems
 - ii. Payment Systems
 - iii. Other Systems
 - g. Generate Agency-wide CCR Integration Plan listing all candidate agencies
2. Perform analysis of CCR system
 - a. Re-evaluate CCR Functional Requirement Document
 - i. Estimate number of new Federal Vendors
 - ii. Estimate number of new CCR Tools Users
 - iii. Estimate number of new Data Mart Customers
 - b. Re-evaluate CCR System Test documentation to ensure capacity and loading
 - i. CCR Tools Registration Process
 - ii. CCR Tools Access
 - iii. Data Mart Access
3. Policy and Enforcement
 - a. Determine an Implementation Date
 - b. Determine Vendor Registration Timing
 - i. Prior to Solicitation Submission
 - ii. Prior to Contract Award
 - iii. Prior to Payment
 - c. Determine Enforcement Mechanism
 - d. Determine Contract Policy
 - i. Statement in FAR
 - ii. Statement in Agency FAR Supplement
4. Identify and Contact Agency Vendors
 - a. List Name, Address, and DUNs (if known)
 - b. Write Letter to Vendors
 - c. Mail Letters
 - d. Arrange for Help Desk Support Instructions
 - e. Test CCR Database to measure outreach effectiveness
 - f. Re-send Letters as required
5. Standardizing Number Systems to DUNS+4
 - a. Compare Target Agency Vendor Database for DUNS+4 Compatibility
 - b. Map current vendors to DUNS

- i. Use the CCR to assign DUNS (Vendors must get a DUNS prior to registration)
 - ii. Optional - Contract with Dun and Bradstreet, Inc. for a one-time translation
- 6. Funding
 - a. CCR Operational Funding (FY03 Subscription Cost)
 - i. Annual Operations Cost - Sign Memorandum of Agreement
 - ii. CCR Capacity enhancements
 - iii. CCR Help Desk Staff for Federal Ramp-up
 - iv. Program Management for Agency Coordination and Administration
 - v. CCR Outreach Effort
 - vi. Centralized Training Effort
 - vii. Enhance System to System Interface Development (XML)
 - b. Agency Specific Funding
 - i. System Interface Design and Development
 - ii. Administration of CCR Tools Users
 - iii. Representative for the CCR Integrated Product Team
 - iv. Agency Specific Filters or Data Elements
- 7. CCR Tools Users
 - a. Identify Agency Representative
 - i. Train Representative on Application Process
 - ii. Identify agency user population
 - iii. Sign Non-Disclosure forms with CCR Program Office
 - iv. Examine user currency for deletion
 - b. CCR Program Office
 - i. Sign Non-Disclosure Forms
 - ii. Assign User ID and Passwords
 - c. Train CCR Tools Users
 - d. Establish Help Desk Support for Users
- 8. Extract Customers
 - a. Identify Agency System Representative
 - i. Complete Non-Disclosure agreement
 - ii. DLIS Assign USER ID and Password
 - iii. Agency design Data retrieval and storage for CCR Data
 - 1. CCR should feed vendor databases not replace them
 - 2. Ensure Non-CCR vendors can be entered into Agency system
 - iv. Determine Desired Access (HTTPS or FTP download)
 - v. Agency Purchase/Install
 - 1. AT&T Secret Encryption Package (Required for FTP)
 - 2. Scheduler and FTP Software (Required for FTP)